

5 June 1950


MEMORANDUM FOR ALL STAFF AND DIVISION CHIEFS, ORE

SUBJECT: Proposed Statement of Functions, Office of  
Reports and Estimates

1. Attached is a draft of a proposed statement of functions for this Office which has been drawn up after discussions with the Management Officer.

2. Subject statement will be discussed at the ORE Staff Meeting to be held at 1400 hours on 7 June 1950 in Room 2519, "M" Building.

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THEODORE TALLETT  
Assistant Director  
Reports and Estimates

Attachment:  
Proposed Statement of  
ORE Functions, 5 June  
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2. determine what intelligence should be produced and presented in order to:

- a. reduce to the minimum the element of surprise in foreign affairs affecting the national security.
- b. provide the intelligence basis for the formulation, modification, execution and appraisal of national policies, strategic plans, operational decisions and courses of action.
- c. ensure that all vital intelligence fields are adequately covered, and provide for production of that intelligence in fields of common concern which can be produced more efficiently as a centralized activity.

3. prepare, coordinate, maintain and supervise the execution of comprehensive interdepartmental intelligence production plans. Such plans shall provide for meeting the intelligence requirements of the government, for an integration of the governmental intelligence production effort, and for allocation of production responsibilities among participating agencies.

4. produce and present intelligence reports and estimates needed at the policy, planning and operational levels of the government in accordance with approved production plans, in response to specific requests, or on his own initiative.

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5. continuously assess the adequacy, accuracy and timeliness of incoming information and intelligence for purposes listed in paragraphs 6, 7 and 8 below.
6. formulate and establish requirements for action by appropriate collection, source exploitation and intelligence production agencies of the government.
7. prepare and provide field collection agencies of the Central Intelligence Agency, and where appropriate, other governmental collection agencies, with evaluations of information reports for the guidance of field collection personnel and for appraisals of source potential.
8. provide collection, source exploitation and production agencies of the government with substantive guidance and direction and with periodic appraisals of their efforts in support of intelligence production requirements.
9. survey and determine the adequacy of existing facilities and arrangements of the government currently employed for meeting foreign intelligence requirements, and recommend means for their improvement.

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11. provide a centralized facility to accomplish the above functions with respect to geographic and map intelligence, including the maintenance of necessary reference facilities.
11. provide for intelligence presentations, interrogations and briefings, and for audio-visual presentations as required to support the Central Intelligence Agency's intelligence mission.
12. conduct studies and analyses leading to the development of a body of doctrine and a methodology governing the intelligence process at the national level, and employ such doctrines and methodology in the production of intelligence.

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